



Microsoft Word 2007

Moving in a Document or Table

To move through a document	
To move	Press
One character to the left	←
One character to the right	→
One word to the left	Ctrl + ←
One word to the right	Ctrl + →
Up one line	↑
Down one line	↓
To the end of a line	End
To the beginning of a line	Home
One paragraph up	Ctrl + ↑
One paragraph down	Ctrl + ↓
Up one page	Ctrl + Page Up
Down one page	Ctrl + PageDown
Up one screen	Page Up
Down one screen	PageDown
To the top of a screen	Ctrl + Page Up
To the bottom of a screen	Ctrl + PageDown
To the beginning of a document	Ctrl + Home
To the end of a document	Ctrl + End
Go to a specified location (page, bookmark)	F5 or Ctrl + G
To move in a table	
To move to the	Press
Next cell in a row	Tab
Previous cell in a row	Shift + Tab
First cell in a row	Alt + Home
Top cell in a column	Alt + Page Up
Last cell in a row	Alt + End
Last cell in a column	Alt + PageDown
Next row	↓
Previous row	↑